

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
PRIORITIZATION AND ALLOCATION COMMITTEE
DETROIT HEALTH DEPARTMENT 420-B**

**April 8, 2003
2:00 P.M.–4: 00 P.M.**

MINUTES

The regular meeting of the Prioritization & Allocation Committee of The Southeastern Michigan HIV/AIDS Council was called to order by Chair, Dannie Jones, at 2:45 PM in room 420B of the Detroit Health Department on Tuesday April 8, 2003. The minutes of the last meeting and today's agenda were read and approved.

Present

Dannie Jones, Chair
Clarence Smoot
Charles Turner
Keith Meeks
Waymond Burkes

Staff-SEMHAC

Joy Royes, Planning Coordinator
Karla Handley, Sr. Program Consultant

NEW BUSINESS

Work Plan

Joy Royes explained that this committee's work product is produced in August. Nine to thirteen committee members with no conflict of interest will be responsible for completing the Prioritization and Allocation process. One third of the committee must be unaligned PLWHAs. The process is an 8-hour per day, 4-day procedure, which is designed to be data driven. There were areas of weakness on Table 7 of the grant application last year. The table indicates the sources of data, so the committee needs to make sure that this year's data is clean and accurate. Clarence Smoot asked for a definition of Conflict of Interest, and Joy stated that anyone who has a financial interest related to the allocation of Title I funds to any particular agency is deemed to have a conflict of interest. Consumers who are PLWHAs are not considered to have a conflict of interest, if their only connection with an agency is as a consumer. Joy described how the different committees of SEMHAC interact to produce the final product that this committee is responsible for. Prioritization is done depending on needs and a composite amount that we put into the "pot". The committee has to analyze other funding sources to determine how to best allocate the Ryan White Care Act funds that are available. If no

provider exists that can deliver a needed service, capacity building dollars are used to train an agency to develop the ability to provide what is required. The Grantee determines which of the available providers can best meet the need. The Grantee's QA person makes certain that the providers are able to do what they say they can do. The Evaluation Committee makes certain that the Grantee is performing as required. For example, last year, transportation funds were overspent. The P&A Committee is the "Operating Center" of the Council and Needs Assessment is the "Core". Once the Needs Assessment is completed, P&A may begin its' work, which is delivered to the Grantee for implementation. Grantee implementation is referred to as Table 10. Table 10 tells the Federal Government how the plan developed by the Council will be implemented. Joy will provide a work plan for this committee prior to the next meeting in May. Binders will be delivered by June's meeting.

NEXT MEETING

The next meeting is Tuesday May 27, 2003 from 3:00 – 5:00 PM

THE MEETING ADJOURNED AT 3:50 PM.

Minutes transcribed by Karla Handley_____

Chair Signature_____

Date_____